

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: January 7, 2002

LEAVE ACCOUNTING LETTER # 02-002
(CSU Only)

To: All Campuses in the California Leave Accounting System (CLAS)

From: Vicki Korach, Manager
Customer Support Section

Re: PERSONAL HOLIDAY POST AND CANCEL

PERSONAL HOLIDAY POSTING

A Personal Holiday accrual was posted to CLAS on January 3, 2002 for all eligible employees. The Personal Holiday will display on the January Leave Activities and Balances report, generated on February 14, 2002 and on the February Statement of Earnings and Deductions (Earnings Statement) dated March 1, 2002.

PERSONAL HOLIDAY CANCEL

On January 22, 2002, a CIRS report will be available that identifies those employees who have not used their Personal Holidays for 2001. This report can be accessed via the compendium feature of CIRS in the Campus Detail Division, Leave Accounting Category, Code B73 Cycle 0201. If you have any questions regarding access to the CIRS report, please contact the CIRS hot line at (916) 323-5694.

Upon request, the State Controller's Office will cancel unused Personal Holidays for the 2001 calendar year on January 28, 2002.

The following campuses have requested the unused Personal Holidays be cancelled:

Chancellor's Office
California Maritime Academy
Cal Poly Pomona
CSU - Bakersfield
CSU - Chico
CSU - Channel Islands
CSU - Dominguez Hills
CSU - Fresno
CSU - Hayward
CSU - Humboldt

CSU - Los Angeles
CSU - Monterey Bay
CSU - Sacramento
CSU - San Diego
CSU - San Jose
CSU - San Marcos
CSU - Sonoma
CSU - Stanislaus

If you wish to have your campus included in this process, please contact Debra Mason via E-MAIL at DMASON@SCO.CA.GOV or by phone at (916) 324-7256 by January 16, 2002.

VK:ddm